

Program Registration & Fees:

Applicants are accepted on a "first come - first served" basis. Registration forms, along with payment, should be received before the workshop registration deadline (typically 5 business days before the start of the class). Due to the popularity of the programs, no "walk-in" registrations can be accepted.

Fees are based on the length of the program and the complexity of the topic area covered. Fees must be submitted in the form of check or money order made payable to the Department of Environmental Quality prior to the start of the program. **No purchase orders or credit cards can be accepted.** State Agencies should contact the Department's Finance Office (804 698-4162) for IAT procedures. The registration fee does not include break refreshments or lunch. ***Only complete applications (registration form & payment) submitted to the Department's Office of Finance at the address shown on the registration form will be considered.***

Registration Acceptance:

Once your registration has been received and accepted you will receive notification along with an information package containing travel directions and other pertinent information. Registration information will be sent electronically, so please include your email address on the registration form. If email is not available, information will be mailed to the physical address listed on the form.

Withdrawal, Substitution & Refund Policy:

Registrants who must withdraw from the workshop should notify the Department by phone, mail or email as soon as possible. Substitutions are permitted anytime prior to the start of class. **Registrants who withdraw from the program at least 5 business days prior to the start of the program will receive a full refund. Withdrawals made after this time will not be eligible for a refund.**

Cancellation:

The Department reserves the right to cancel any program when there are insufficient registrations. People who are registered will be notified and will receive a full refund of the registration fee.

Program Content:

Current programs have been selected based on identified needs and location availability. These programs and others are offered periodically, at different locations, throughout the year. If you would like to receive notification, by email, when these programs are available visit www.deq.virginia.gov/lists and sign up under wastewater operations and training.

Complete descriptions of all training programs are available at www.deq.virginia.gov/tptp/optraining.

Program Approval:

Unless otherwise noted, these courses have been approved by the Virginia Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals for training credits. Approved programs can, when applicable, be used as substitution for required operational experience.

Continuing Professional Education (CPE):

Where appropriate, these workshops can be used for continuing professional education (CPE) requirements as defined by the Board. Registrants will typically receive up to 7 contact hours for each full day of completed training and 3.5 contact hours for each ½ day of completed training.

A full day is defined as 8:30 am – 4:30 pm minus 1 hour for lunch. A ½ day is defined as 8:30am – 12 noon (or 1:00pm – 4:30pm).

Additional Information:

For additional information, visit www.deq.virginia.gov/tptp or contact the Operator Training Program staff:

Jason Spicer (804) 698 – 4143
jason.spicer@deq.virginia.gov

Wayne Staples (804) 698 – 4106
wayne.staples@deq.virginia.gov



Wastewater Operator Training Programs



Summer/Fall 2011

Operator Training Program
Office of Water Permits and Compliance Assistance
Water Division
Department of Environmental Quality
P.O. Box 1105
Richmond, Virginia 23218

DEQ, Operator Training Program

Workshop Registration Form

Summer/Fall 2011

Please select (X) the workshop you are registering for and complete the bottom portion of the form: (If more than one person from your facility is planning to attend, please use a separate form for each person registering).

X	Course #	Workshop Title	Location	Dates & Times	Fee	Training Credits	Contact Hours
	DEQ 20	Wastewater Math for Operators	Totopotomoy WWTP, Mechanicsville, VA	August 23 - 24 8:00 AM – 5:00 PM	\$100	2.0	16
	DEQ 20	Wastewater Math for Operators	Wolf Creek WWTP, Abingdon, VA	August 30 - 31 8:00 AM – 5:00 PM	\$100	2.0	16
	DEQ 18	Intro to Biological Nutrient Removal	HRSD Chesapeake-Elizabeth WWTP, Virginia Beach, VA	Sept. 20 - 21 8:30 AM – 4:30 PM	\$100	1.2	12
	DEQ 13	Activated Sludge Process Control Part 1	Henrico County WRF, Varina, VA	Oct. 5 - 6 8:00 AM – 5:00 PM	\$100	2.0	12
	DEQ 18	Intro to Biological Nutrient Removal	Opequon Water Reclamation Facility, Winchester, VA	Oct. 18 - 19 8:00 AM – 5:00 PM	\$100	1.2	12
	DEQ 5	Wastewater Solids Sampling and Testing	DEQ, Piedmont Regional Office, Glen Allen, VA	November 9 8:30 AM – 4:30 PM	\$50	0.5	7
	DEQ 20	Wastewater Math for Operators	Augusta County Government Center, Verona, VA	December 6 - 7 8:00 AM – 5:00 PM	\$100	2.0	16

Registrant Information:

Name: _____

Mailing Address:

Street/PO Box: _____

City: _____ State: _____ Zip: _____

Daytime Phone: (____) - ____ - _____ Daytime Fax: (____) - ____ - _____

Email: _____

Employer Information:

Employer: _____

Supervisor: _____

Daytime Phone: (____) - ____ - _____ Daytime Fax: (____) - ____ - _____

Email: _____

Mail registration form & payment to:

**Office of Finance
Department of Environment Quality
PO Box 1104
Richmond, VA 23218**

Total payment enclosed \$ _____